



2024 Event Agenda



In partnership with Connexis and BCITO

9.00am – 12.30pm

Date of Event:	23 May 2024
Co-Host Contact:	James Prigg 022 618 7686 James.prigg@hawkins.co.nz
Address of Event:	30 Florence St, Newtown, Wellington (Hawkins Site, Wakefield Hospital)
Event Capacity:	20 Students + 5 BCITO Staff
PPE Gear Required.	Closed toe shoes/boots Long pants, Long Sleeves (No shorts, skirts or short sleeved tops)
PPE Gear Supplied by Co-Host:	Connexis to supply Hi Vis Vests Hard Hats Safety Glasses
BCITO Attendee:	TBC
Connexis Attendee:	TBC
BCITO SLT Attendee:	TBC
VIP Media Attendee:	TBC
Schools Attending:	TBC



What does your event look like

Visit a working construction site, tour led by Project Manager, Trade focused presentation led by subcontractor.
Presentation by site staff

Time	Activity (Guide only)	Responsible
9:00am	Students arrive on site. Meet and hand out lanyards, Hi-Vis Vests	Hawkins Connexis BCITO
9:15am	Welcome: Introduction, About, Health and Safety for site	Hawkins
9:25am	Introducing Girls with Hi-Vis® and BCITO	Connexis BCITO
9:35am	Hear from Women in the industry/company – What they love about their job, how they got into it, what they would encourage students to take away from the day	Hawkins
9.50am	Morning Tea	
10.00am	Wakefield Hospital site tour	Hawkins
10.45am	Hands on Activity / Interior Systems	Hawkins
11.15am	Hands on Activity with subcontractor	Hawkins
11.45am	Lunch GWHV Survey	BCITO
12.15pm	What next? BCITO Apprenticeships, Gateway	BCITO
12:30pm	Presentations MVP Award, Group Photo, collect hi-vis, hand out support packs Students Depart	



2024 HEALTH AND SAFETY



Site Location	Wakefield Hospital redevelopment site 30 Florence Street Newtown Wellington
Parking (Available on site)	NO
Event Start Time	9.00am
Event Finish Time	12.30pm
Site Manager (Person meeting students)	Richard Wright
Site H&S Manager (Person in charge of H&S)	Lachlan Grant
Site Medical Officer (Person in charge of medical)	N/A
Medical Centre (Address and phone number of nearest medical Centre)	Wellington Regional Hospital 04 385 5999



Identified Risks	Controls (Eliminate, substitute, Isolate, Engineering, Environment, Administration)	Risk Rating after Controls	Person Responsible
<p>Visitors to Site</p> <p>Lack of site/activity risk awareness</p>	<ol style="list-style-type: none"> 1. Visitors on site are to be briefed, upon arrival, of site activities and minimum site/task specific risks and controls. 2. Visitors are to be constantly supervised and monitored, for exposure and proximity to site/task hazards and risks. 	L	Site Escort/Site Manager
<p>Trip / Falling</p>	<ol style="list-style-type: none"> 1. Visitors shall be protected from tripping or falling through constant supervision and monitoring. 2. Barriers, covers and edge protection will be used in instances there may be a risk. 	L	Site Escort/Site Manager
<p>Noise</p> <p>Proximity to plant and machinery operation</p>	<ol style="list-style-type: none"> 1. Visitors will be removed from the immediate vicinity of the source of any plant or machinery noise, where there is an immediate risk of hearing damage. 2. Where this control is unable to be reasonably implemented, visitors must be issued with hearing protection and instructions on its use. 	L	Site Escort/Site Manager
<p>Pedestrian interaction</p> <p>Struck by moving vehicles</p>	<ol style="list-style-type: none"> 1. Visitors shall be issued and wear hi-vis vests. 2. Visitors shall be issued and wear hard hats. 3. Visitors shall be briefed on exclusion zones around mobile plant. 4. Mobile Plant operation shall require the allocation of a spotter. 5. Plant exclusion zones shall be established and communicated to visitors. 	L	Site Escort/Site Manager